

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Correctional Lieutenant  
Lateral Transfer Opportunity**

**Please follow the specific application filing instructions at the bottom of this page!**

**Open To:** DOC ONLY

**Location:** Correctional Transportation Unit

**Hours:** Monday – Friday, 1<sup>st</sup> shift, 40 Hours per Week

**Salary:** Lateral Transfer salary does not change

**Position:** 039884

**Closing Date:** Tuesday, May 26, 2015 at 4:00 p.m.

**Eligibility Requirement:**

Department of Correction employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**General Experience:** Four (4) years of experience in correctional work.

**Preferred Experience:**

Candidates with the following knowledge, skills and abilities will be given preference:

- Oral and Written Communication skills
- Computer Skills – Microsoft Access, Excel, Word, SABA (LMS)
- Excellent Organizational skills
- Knowledgeable in AD 3.9, 6.4 & 6.5
- Monitor and manage shift assignments, overtime, swaps, accruals, paid and unpaid time used
- Maintain and audit logs of daily unit activity, including routes and schedules
- Maintain personnel records and adhere to strict confidentiality requirements

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Current Department of Correction employees who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf):

Please reference Position **39884** on your cover letter and application.

**Patty Meskers, HRS  
CT- DOC, Recruitment Office  
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Wethersfield, CT 06109  
Fax: (860) 692-7615**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**